

# KentuckyHistoricalSociety

## Photocopy Request Form

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

### Material to be Copied (Title, Author, Date)

\_\_\_\_\_

### Call No./ Collection No.

\_\_\_\_\_

### Pages to be copied

\_\_\_\_\_

### Fees

Processing Fee (\$5 per 25 pages).....\$ \_\_\_\_\_  
(\$5 for 1-25 pages, \$10 for 25-50 pages, \$15 for 50-75 pages, etc.)

### Cost per page

8 ½" x 11" and 8 ½" x 14" ..... \$0.30 ea...\$ \_\_\_\_\_  
11" x 17" ..... \$0.50 ea...\$ \_\_\_\_\_  
Microfilm (per frame) ..... \$0.30 ea...\$ \_\_\_\_\_

### Maps

Per linear foot..... \$2.50 ea...\$ \_\_\_\_\_

**Total Fee Enclosed** ..... \$ \_\_\_\_\_

### **Photocopy Policy:**

- Only materials which will not be physically damaged by the process of duplication will be copied.
- When photocopies are unavailable, digital scans may be provided. Staff can provide a list of digital reproduction fees upon request.
- Bound oversized materials (ledger books, etc.), including those materials larger than 11" x 17" or with a spine wider than 3", may not be photocopied.
- Flat oversized materials (such as maps) can be photocopied if they are not larger than 36". Additional fees apply; please see staff for details.
- Due to the nature of these materials, staff cannot guarantee legible photocopies.
- Staff cannot copy materials in violation of U.S. copyright law. All responsibility for infringement of copyright is assumed by the applicant.
- Scanners and cameras are not allowed in the library.

### **Use and Quotation Policy (Archival Materials)**

Written authorization to quote from, publish, or reproduce manuscript material from the Kentucky Historical Society collections must be obtained from the society. Fee may apply; please see staff for more information.